

4 August 1976

OFFICE OF FINANCE NOTICE NO. 2-TQ

SUBJECT : Developmental Profile for the MF Career Subgroup

RECISION: OFN 9-75, dated 1 May 1975

1. GENERAL


This Notice establishes a Development Profile for members of the MF Career Subgroup which is a tool to guide career development action.

2. PURPOSE

The purpose of the attached Developmental Profile is to identify certain training courses, or core courses, for certain functional assignments and grade levels. This Profile is not designed as a rigid prescription for uniform training and experience among all members of the career subgroup. Not all MF careerists will or should be expected to progress exactly as the Profile specifies. Rather it constitutes a broad plan or program which may be changed as necessary to meet the requirements of the MF Career Subgroup.

3. INFORMATION

Copies of Developmental Profiles for all DDA Subgroups are included in the DDA Personnel Handbook and are available for review by all employees.


Thomas B. Yale
Director of Finance

STATINTL

Attachment

Developmental Profile

Developmental Profile
MF Career Subgroup—DDA

GS 07-09		GS 09-11		GS 12-13		GS 14-15	
Training	Assignment	Training	Assignment	Training	Assignment	Training	Assignment
IWA-Probable	Within Divisions- Office of Finance	Fundamentals of Supervision & Management- Probable	Within Divisions- Office of Finance	Effective Briefing & Writing- Possible	Within Divisions- Office of Finance	Advanced Intelligence Seminar- Possible	Within Divisions- Office of Finance
Effective Writing- Possible	Acct Voucher Exam Voucher Exam	ISFM-Possible	Dep Ch/Ch of Branch	ISFM-Possible	Branch Ch		Division Ch
Managerial Grid-Probable	Supervisor Stat Asst	Admin Review: Trends & High- lights- Probable	B&F Office Bud & Fin Asst	Midcareer Crs- Possible	B&F Office- Deputy Ch/Ch Bud Officer	Management Seminar- Possible	B&F Office- Chief Bud & Fin Officer
Office of Finance Trng Cycle- Possible	Acctg Tech Cash Acctg Asst Payroll Tech Payroll Sup	FT Language Trng- Possible	Fin Asst Bud & Fin Officer Fin Officer Tax Acct Acctg Tech	Admin Review: Trends & High- lights- Probable	Bud & Fin Officer Fin Officer Tax Acct	CIA Senior Seminar- Possible	Tax Acct Auditor
Field Admin- Possible	B&F Office Bud & Fin Asst Fin Asst	EEO For Sup- Possible	Commercial Sys & Audit Div/OF Jr. Auditor	FT Language Trng- Possible	Commercial Sys & Audit Div/OF Auditor	CIA: Today & Tomorrow- Probable	Commercial Sys & Audit Div/OF Branch Ch
FMTP-Probable	Acctg Tech	PT Academic- Probable	Field Assignment Fin Officer	Project Officer in the Contract Cycle-Possible	Field Assignment Fin Officer (Sole Fin Off or Ch/Fin)	MBO Seminar- Probable	Field Assignment Senior Fin Officer
PT Academic- Probable	Field Assignment Fin Asst Bud Asst	Effective Writing- Possible	Bud Asst	CIA Today & Tomorrow- Probable	Fin Trainee	External Mgmt Trng-Senior Level-Possible	
FT Academic- Possible	Acctg Tech	FT Academic- Possible	Fin Trainee	EEO for Sup- Probable		EEO for Sup- Probable	
				External Mgmt Trng-Senior Schools- Possible		Career Counseling Crs-Possible	
				Career Counseling Crs-Possible			

IWA = Intelligence in World Affairs.

FMTP = Financial Management Training Program.

ISFM = Information Science for Financial Management.

9 January 1976.

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